

**Meeting Minutes 4**

**Tim:**

**Afif Baharuddin (16410100097)**

**Fadilah Alfan Wachid (16410100109)**

**Ilham Fatkur Rocman (16410100133)**

**Dini Adiarnita (16410100155)**

**Aprilia Nurul Fatihah (16410100164)**

**Tri Puspa Rinjeni (17410100194)**

**BALAI RISET DAN STANDARDISASI INDUSTRI SURABAYA**

**JL. JAGIR WONOKROMO 360**

**SURABAYA**

**2019**

**Date : juni 15, 2019**

**Time : 12:00 PM to 1:30 PM**

**Location :** **institut bisnis dan informatika stikom surabaya**

**Chair :** **tri puspa rinjeni**

Revision History

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| --- | --- | --- | --- |
| **Date** | **Version** | **Description** | **Author** |
| 15 - Juni - 2019 | 1.0 | Draft Awal Minute Agenda 4 | Fadilah Alfan |

**Meeting Objectives**

Dalam rapat kali ini membahas tentang project management monitoring and controling

**Action Item Review**

Tri puspa rinjeni

1. Change Requests (scope) -selesai-
2. Activity Cost Estimates Template -selesai-

Dini adiarnita

* Control scope

1. Work Performance Measurement -selesai-

Afif baharuddin

1. Change Management Plan Template -selesai-

Ilham fatkur Rahman

* Control schedule

1. Change request -selesai-
2. Work Performance Measurement -selesai-

Aprilia nurul fatihah

1. Acceptance Deliverable -selesai-

Fadilah alfan wachid

1. Meeting agenda -selesai-
2. Meeting minutes -selesai-

**Schedule Review**

* Memberikan arahan tentang monitoring and controling dalam proyek

**Risk Management**

Bisa adanya yang terupa dalam monitoring and controling proyek

**New Action Items**

Pembuatan dokumen *project management monitoring and controling* sesuai dengan kebutuhan dan permasalahan yang dihadapi perusahaan.